

**2006/07**  
**PUBLIC LIBRARY STAFF EDUCATION PROGRAM**  
**Frequently Asked Questions**

***For New Applicants***

**Question:**

On the application you ask for the list of courses to be taken. I'm not sure if the courses I want to take will be offered during the upcoming sessions. What should I do?

**Answer:**

List the courses you intend to take. We realize that the courses you list may not be offered during a given semester and that other courses may have to be substituted.

**Question:**

I'm not planning to start library school until the Spring semester. Can I still submit an Application now, or do I have to wait until next year?

**Answer:**

Since the grant year covers Summer 2006 through the Spring 2007 academic sessions, you can apply for funding now to cover tuition reimbursement for the upcoming Spring session.

**Question:**

The instructions say the application cannot be handwritten. I don't have a typewriter. Can I re-type the application on my computer?

**Answer:**

Yes, the application may be re-created on your computer. However, it must mirror the printed application exactly. The application packet is also available as a WORD document on our website. Go to [www.library.ca.gov](http://www.library.ca.gov) and click on "Services to Libraries." On the next menu screen, under "Financial Support Programs," you'll find the WORD document you can download.

**Question:**

Is there a limit to the number of years for which I can receive funding under this program?

**Answer:**

Yes. Five years is the maximum.

**Question:**

The application doesn't ask for how much tuition I hope to get reimbursed for. Where do I put that information on the application?

**Answer:**

The amount of tuition you are eligible to request reimbursement for in 2006/07 will be calculated by State Library staff based upon the library school program you indicated you would be attending, and the number of courses you plan to undertake.

**Question:**

If I'm selected to receive a tuition reimbursement award, and ultimately don't enroll in the total number of courses for which I received an award, can I use the leftover money for reimbursement of books?

**Answer:**

No. Under this program you can only be reimbursed for your tuition.

**Question:**

The tuition rates listed in the application packet for the previous year are lower than the rates listed on my library school's website for the previous year. Are your rates wrong?

**Answer:**

No. Under this program, only the basic mandatory university fee is reimbursable. Other semester/quarter fees, such as student union fees, document fees etc., are not reimbursable. Fees associated with specific courses, such as computer lab fees etc. are also not reimbursable.

***For Past Program Recipients***

**Question:**

I'm a past recipient. Can I submit the same essay I submitted last year?

**Answer:**

Review the essay you submitted last year. If your goals have not changed, you may resubmit the same essay. However, if your goals have changed, you must submit an updated essay.